

**UNITED STATES  
ARMY RESEARCH OFFICE**

**SCIENTIFIC SERVICES  
PROGRAM  
(SSP)**

**DAAD19-01-R-0005**



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**This is a sample draft of the ARO “Mutual Agreement” applicable to ARO’s sponsors (Government Agencies). Provided to offerors for information purposes only.**

## FOREWORD

The Army Research Office (ARO) Scientific Services Program (SSP) brochure is designed to inform federal requesting activities of the SSP contract and to provide guidance to assist requestors in preparing statements of work to acquire services under the program. The SSP consists of several programs, the largest of which provides for a quick response to resolve specific scientific or technological problems associated with missions of Department of Defense (DoD) and civilian agency sponsors. The program also provides for the conduct of scientific conferences, the conduct of research at Army laboratories by university faculty, and by high school science and mathematics teachers. Section II of this brochure contains a complete description of the entire program.

For the SSP, the ARO has a competitively awarded prime contract under which delivery orders are issued. These orders result from statements of work submitted by DoD agencies as well as federal activities outside of the DoD. The prime contractor may accomplish the requested effort using its own staff or may elect to subcontract the effort to qualified individuals, private industry (both large and small), educational institutions or nonprofit organizations.

This SSP brochure is intended to assist sponsors in preparing and submitting statements of work as well as the required funding documents. The reader should carefully read this brochure and comply with the guidance. Compliance with its contents will expedite processing requests through delivery order award.

The SSP is available to assist in meeting your mission requirements. We encourage you to use the program. We welcome comments to assist us in improving the program.

KATHY C. TERRY  
CONTRACTING OFFICER

THIS BROCHURE SHALL NOT BE DISTRIBUTED TO POTENTIAL  
SUBCONTRACTORS.

## INDEX

|     |  |    |
|-----|--|----|
| I.  | PURPOSE AND SCOPE OF THE SCIENTIFIC SERVICES PROGRAM (SSP) AND OPERATING INFORMATION | 1  |
| A.  | Distinguishing Features of SSP Contracting   | 1  |
| 1.  | Format   | 1  |
| 2.  | Permanent Equipment  | 2  |
| 3.  | Cost Limitations   | 2  |
| 4.  | Nonpersonal Services   | 2  |
| 5.  | Contracted Advisory and Assistance Services  | 2  |
| 6.  | Conflict(s) of Interest  | 2  |
| 7.  | In-house Capability Statement  | 2  |
| 8.  | U.S. Citizenship Requirements  | 2  |
| 9.  | Contracting Officer's Representative   | 2  |
| 10. | Agency Administrative Point-of-Contact   | 3  |
| 11. | Surety Chemical Agents   | 4  |
| 12. | Recommended Sources  | 4  |
| 13. | Explanation of Terms   | 4  |
| 14. | Independent Government Cost Estimate   | 4  |
| 15. | Legal Review   | 4  |
| B.  | Funding  | 4  |
| C.  | Contracting Limitations of the SSP   | 5  |
| D.  | Special Consideration for Certain Types of Services                                  | 6  |
| 1.  | Nonpersonal Services   | 6  |
| 2.  | Contracted Advisory and Assistance Services  | 6  |
| E.  | Processing of Statement of Work Submissions  | 7  |
| F.  | Memorandum of Understanding for Contract Off-Loading                                 | 7  |
| II. | PROGRAMS AVAILABLE THROUGH THE SSP   | 8  |
| A.  | Scientific and Technical Analysis Services (STAS)                                    | 9  |
| B.  | Laboratory Research Cooperative Program (LRCP)                                       | 10 |

|      |   |    |
|------|---|----|
| C.   | Conferences, Workshops, and Symposia (CWS)  | 11 |
| D.   | Summer Faculty Research and Engineering Program (SFREP)   | 13 |
| E.   | Summer Associateship Program for High School<br>Science and Mathematics Faculty (HSSMF)                                 | 15 |
| F.   | Post Laboratory Research Cooperative Program (PLRCP) and<br>Post Summer Faculty Research & Engineering Program (PSFREP) | 17 |
| III. | PREPARATION OF REQUESTS FOR THE SSP   | 20 |
| A.   | Statement of Work   | 20 |
| B.   | ATTACHMENT 1 to the Statement of Work   | 23 |
| C.   | ATTACHMENT 2 to the Statement of Work   | 24 |
| D.   | SSP Delivery Order Modifications  | 25 |
|      | 1. No-Cost Changes  | 26 |
|      | 2. Cost Changes Submitted to the ARO by the<br>Contracting Officer's Representative (COR)                               | 26 |
|      | 3. Cost Changes Submitted to ARO by the Prime Contractor  | 27 |
| IV.  | SUBMITTAL OF SSP REQUESTS/ARO POINTS-OF-CONTACT   | 28 |
|      | APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE  | 29 |
|      | Example 1, STAS for Individual  | 30 |
|      | Example 2, STAS for Company   | 35 |
|      | Example 3, LRCP   | 41 |
|      | Example 4, CWS  | 46 |
|      | Example 5, CWS  | 52 |
|      | Example 6, Cost Modification  | 58 |
|      | APPENDIX II: DAILY LABOR RATE INFORMATION   | 62 |
|      | APPENDIX III: REGULATIONS   | 63 |
|      | APPENDIX IV: GLOSSARY   | 64 |

## I. PURPOSE AND SCOPE OF THE SSP AND OPERATING INFORMATION

Purpose of the SSP Contract. The SSP contract is designed to acquire scientific and technical services from individuals, businesses (large and small), nonprofit organizations and educational institutions to assist individual project officers within the DoD centers and laboratories or within Government civilian agencies in accomplishing their mission objectives. Project officers, who have specific scientific or technical problems, can specify these needs in statements of work and use the SSP to rapidly obtain these expert or assistance services.

Scope of the SSP Contract. Generally, an individual task or a statement of work is within the scope of the SSP contract if it involves services that can be described using active voice verbs such as study, investigate, analyze, interpret, evaluate, or assess. This brochure includes specific limitations to this broad SSP scope. On a case by case written request, the ARO contracting officer will consider exemptions to these stated limitations.

Processing Procedures. Each year, several hundred tasks are performed under the SSP. Those project officers who take the time to prepare statements of work in accordance with the guidance in this document find that their delivery orders are awarded faster than average. There is a direct correlation between the completeness and clarity of statements of work and the processing times. Given that some requests are more complicated than others and require a longer period to award a contract, a statement of work is usually on contract and work is allowed to begin within an average of approximately 30 calendar days after receipt of an acceptable statement of work and the needed funding.

After reviewing this document, if you have questions about the SSP, please refer to Sec IV B for ARO points of contact to include names, telephone numbers, and e-mail addresses.

### A. DISTINGUISHING FEATURES OF SSP CONTRACTING.

1. Format. Requests to use the SSP shall be prepared in accordance with this guidance. The requester should submit the original statement of work to the ARO for processing. The ARO contracting officer will accept a legible, facsimile copy of the statement of work if the situation dictates this type transmittal; however, the original statement of work shall follow with a memo indicating the date the faxed copy was transmitted. MOREOVER, a sponsor may submit their statements of work electronically provided (i) the statement of work is a WordPerfect 6.0a file and (ii) the sponsor has the capability to transmit the statement of work reflecting required signatures. As a minimum, the Contracting Officer's Representative (COR) and the attorney's signatures must be evident on the statement of work. If a sponsor does not have this capability, send the original statement of work via mail or facsimile it.

2. Permanent Equipment. Under the SSP, the prime contractor or the selected subcontractor furnishes any property (primarily contractor acquired equipment, Automatic Data Processing Equipment (ADPE), etc.) needed to perform the effort. Ordinarily, the Government shall not provide government furnished equipment nor provide funds in the SSP contract to permit the contractor or subcontractor to acquire equipment. However, the ARO contracting officer will consider requests for exceptions whenever appropriate and provided the (i) equipment is necessary, (ii) cost of the equipment is not a major part of the cost effort and (iii) purchased equipment will be returned to the Government and the Government will retain title.

3. Cost Limitation. The dollar limit on any work statement shall not exceed \$500,000 exclusive of 10% ARO administrative overhead.

4. Nonpersonal Services. Only nonpersonal services may be acquired under the SSP. Refer to Sec I, Para. D, Page 6 for information pertaining to nonpersonal services.

5. Contracted Advisory and Assistance Service (CAAS). The ARO contracting office may procure these type services under the SSP contract for a sponsor. Refer to Section I, Para. D, Pages 6 for information pertaining to CAAS covered by DoD Directive 4205.2.

6. Conflict(s) of Interest. The SSP request must state whether there are any known or potential conflicts of interest associated with the statement of work. If a conflict exists, it must be fully disclosed in the statement of work.

7. In-House Capability Statement. The SSP request must contain the statement: "The requesting agency does not have the necessary in-house capability to perform the work specified in the statement of work."

8. U.S. Citizenship Requirements. U.S. citizenship is required for the Summer Faculty Research and Engineering (SFRE) and High School Science and Mathematics Faculty (HSSMF) programs. For all other SSP programs, **foreign sources** will be allowed only if: (i) the foreign source is uniquely qualified and available (ii) the sponsor certifies in writing that no known U.S. citizen is qualified and available, (iii) work is unclassified, (iv) no security clearances are required. (Canadian citizens are acceptable for use on the Scientific and Technical Analysis Services (STAS) program work statements.)

9. Contracting Officer's Representative (COR). Each work statement shall identify by name, complete address, Defense Switched Network (DSN) and commercial telephone numbers the individual who is knowledgeable of the technical aspects of the work and who will be designated COR during the contract award phase. During the preaward phase, this person may be contacted by ARO for additional information. At the time of contract award, the ARO contracting officer will appoint, in writing, the COR and request that the COR provide advice during contract performance. The COR will assist in contract administration and close-out at completion of the contract and perform post award duties which include, but are not limited to, the following:

(a) Retain copies of all contract documents that the contracting officer provides and maintain accurate records to properly document the performance of the duties and responsibilities of the COR.

(b) Monitor the technical performance of the subcontractor. If at any time there is reason to believe that performance of the work is not satisfactory or that terms and conditions of the delivery order are not being fulfilled, the COR shall immediately notify the specified contract specialist or the contracting officer.

(c) Ensure that the nonpersonal services contracted for are not converted to personal services during the performance of the work.

(d) Ensure that performance is within the scope of the contract.

(e) Initiate written requests, when needed, for contract modifications.

(f) Certify that the number of days and dates worked as reflected in the invoices/vouchers are consistent with the progress reported by reviewing, approving, signing and dating the subcontractor's interim and final invoices/vouchers and forwarding the vouchers to the prime contractor for payment.

(g) Review interim and final reports.

(h) Provide a written response, at completion of the work and delivery of the final report, to ARO's request for COR verification of work completed and technical performance of the subcontractor.

NOTE: The COR's advice and recommendations to the subcontractor shall be limited to actions within the approved statement of work in the delivery order including all statement of work modifications. The COR is not authorized to change terms or conditions of the delivery order, agree to or award a delivery order contract modification or in any way obligate the payment of money by the Government.

10. Agency Administrative Point-of-Contact (POC). Agencies are encouraged to appoint a central agency administrative POC to review compliance with prescribed SSP procedures and to forward requests to ARO. Agency administrative POC's significantly reduce coordination and processing time by resolving common problems prior to submission to ARO.

11. Surety Chemical Agents. Work requiring the testing and/or use of surety chemical agents may be performed by the prime contractor, or any organization (subcontractor) which is qualified to perform this type work. Transportation of surety agents shall be the responsibility of

the agency requesting the work. Such requests must specify surety chemicals by description and quantity.

12. Recommended Sources. The sponsoring agency may recommend a source(s). However, source selection is the sole responsibility of the SSP prime contractor who is contractually required to obtain competition in the source selection process. Therefore, the recommended source may or may not be selected. ARO will not accept work statements which mandate a particular individual or organization to perform the work or which contain unnecessary restrictive qualification requirements.

13. Explanation of Terms. "Sponsoring agency" and "sponsor" refer to the user DoD element or civilian government agency responsible for initiating and funding a statement of work under the SSP.

14. Independent Government Cost Estimate (IGCE). An IGCE is required for all SSP requests. The IGCE must be prepared as a separate attachment to the statement of work. Refer to Sec III, Para. B & C, Pages 23-25 for format requirements and Appendix II, Page 62 for labor rate information. The SSP prime contractor does not receive the IGCE; therefore, the statement of work must disclose the exact services desired. The services must match the effort priced in the ICGE. These services may include, but are not limited to, the estimated number of working days for each scientist, engineer, technician, graduate student, research assistant, clerical staff member, etc., and itemized travel by place of visit, number of days, and number of trips and persons per trip. Also, materials and related estimated costs must be itemized.

15. Legal Review. A legal review of the statement of work is required by the sponsor's servicing legal office. In reviewing the statement of work, legal counsel should place particular emphasis on the sponsor's recommended source, if provided, and on apparent or potential conflicts of interest that may be created should the contracting officer select the recommended source for contract award (e.g., a former Government employee). Legal counsel should also consider the applicability of CAAS requirements and the general sufficiency of the statement of work. (See the sample statements of work that are included at Appendix I.) The sponsor's legal counsel is not expected to provide a review of the award itself. The ARO contracting officer may, prior to contract award or during the research effort, request further assistance from the sponsor's legal counsel.

## B. FUNDING.

1. Current year funds should be sent to the ARO for the SSP. However, the ARO will accept prior year funds for use on the SSP. The ARO must receive the funds in sufficient time to insure that the ARO Contracting Officer has adequate time to obligate the funds prior to the end of the current year. Funds for the SSP must be made available using a direct fund cite.



2. ARO funding practices will take precedence over special instructions included on the sponsor's funding documents. Army users shall comply with Army Regulation (AR) 70-6 dated 16 Jun 86. When using Research Development Test and Evaluation (RDTE) funds, the funding document in an amount equal to or exceeding the user activity's IGCE should be attached to the SSP request. Bulk funds are discouraged. If the actual funding document is not attached, a Procurement Request Order Number (PRON) or Military Interdepartmental Purchase Request (MIPR) number must be cited. If additional funds are required to fund the proposal after negotiations are completed, the ARO contract specialist will notify the COR that the additional funds must be furnished promptly.

3. Funds cited to ARO must be sufficient to cover the estimated cost of the services requested plus an additional 10% overhead charge to defray the cost of operating the SSP prime contract. The overhead charge will be reflected as a separate entry on each delivery order. The requesting installation will be billed for the full amount of the overhead charge stated on the delivery order regardless of the amount of actual cost incurred on the delivery order. If the delivery order is canceled prior to the incurrence of any performance, the overhead will still be billed. Modifications to delivery orders to increase the dollar amount of services will result in an additional overhead charge equal to 10% of the increase in cost for the service.

4. Funding documents shall not specify names of individuals to perform the services but should cite the project title and number. If the performance period exceeds one year or is to begin in the second year of appropriation availability, funding documents citing DOD Research, Development, Test and Evaluation (RDTE) appropriations must contain a statement granting exception to Incremental/Funding/Contracting principles.

#### C. CONTRACTING LIMITATIONS OF THE SSP.

1. The SSP prime contractor, is precluded by contract from selecting the same individual to perform repetitively. This stipulation precludes the SSP contract and delivery orders issued thereunder from becoming personal services contracts which are not authorized under the SSP. [See Federal Acquisition Regulation (FAR), Part 37, Subparts 1 and 2.] Accordingly, the following limitations shall apply to the selection of the same individual to perform for a requesting office:

a. One Scientific and Technical Analysis Services (STAS) subcontract per year from the same requesting office (sponsor).

b. One other SSP subcontract per year from the same requesting office (sponsor).

c. An individual may receive more than one STAS subcontract award simultaneously if the awards are for different organizations and provided the tasks to be performed on each award are different from each other.

2. If a subcontractor has two subcontracts to perform work for the same requesting activity or organization, there shall be no overlap in the performance periods.

D. SPECIAL CONSIDERATION FOR CERTAIN TYPES OF SERVICES.

1. Nonpersonal Services. The SSP may be used only for the acquisition of nonpersonal scientific, technological and advisory and assistance services for performance of specific tasks independent of Government supervision and control. Personal services are not authorized under the SSP. Nonpersonal and personal services are defined in the Federal Acquisition Regulation (FAR), Part 37, Subpart 1. Federal Civil Service laws and regulations, the Classification Act, and DoD personnel ceilings shall not be circumvented through the medium of personal services contracting, which is the procuring of services by contract in such a manner that the contractor or his employees are, in effect, employees of the Government.

a. The ARO contracting officer is responsible to ensure compliance with the policy stated in Para. D1 above.

b. The servicing attorney at the sponsoring agency determines and advises the ARO contracting officer whether the services contemplated represent personal or nonpersonal services. Both the technical and legal personnel should be involved in this determination.

2. Acquiring and Managing Contracted Advisory and Assistance Services (CAAS). DoD policy regarding CAAS was established by DoD Directive (DoDD) 4205.2 dated 10 Feb 92. The Department of the Army (DA) implemented the provisions of the DoDD under AR 5-14 dated 15 Jan 93. CAAS encompasses those services that are acquired contractually, by the Army, from nongovernmental sources to support or improve organization policy development, decision-making, management and administration, program and project management and administration, or to improve the effectiveness of management processes or procedures or the operations of weapon systems, equipment or components. CAAS reporting categories are: (1) Category A (studies, analyses, and evaluations (SAE)), (2) Category B (management support services (MSS)) and (3) Category C (engineering and technical services (ETS)). A detailed description of these reporting categories is included in AR 5-14 dated 15 Jan 93.

E. PROCESSING STATEMENT OF WORK SUBMISSIONS.

After the ARO contract specialist reviews the statement of work for compliance with the program format requirements, makes any necessary changes, and accepts the funds, the contract specialist assigns the statement of work a Task Control Number (TCN) and delivery order number. Then the contract specialist processes the statement of work to the prime contractor and requests a proposal. The prime contractor reviews the statement of work and assigns the task to a negotiator who begins competitive procedures to obtain proposals. After subcontractor selection, the prime contractor submits a proposal to ARO. The ARO contract

specialist reviews the proposal, performs pricing, and contacts the COR, if necessary, to discuss the proposal prior to award of a delivery order.

Processing a request for a STAS through delivery order award to the prime contractor requires approximately four (4) weeks after receipt of an acceptable statement of work and the appropriate funding. However, if the project is urgent, the requester/sponsor must specify the reasons for the urgency in a transmittal letter to the ARO contracting officer for consideration. Also, the requester may contact ARO to discuss the possibility of an earlier award. Other types of awards under the SSP are usually accomplished in an average of approximately two (2) weeks after receipt of the request and funding.

#### F. MEMORANDUM OF UNDERSTANDING (MOU) FOR CONTRACT OFF-LOADING.

In accordance with requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable ARO regulations, each statement of work from a requesting agency shall contain a determination and findings (D&F) in accordance with FAR 17.503. This requirement may be satisfied by the requester/sponsor preparing and submitting a specific D&F to the ARO contracting officer or the requester may accept the operating procedures contained in this SSP brochure as the required documentation or MOU needed. If the requester/sponsor accepts the procedures contained in this SSP brochure, the requester must include the following statement in the statement of work:

"We agree that the established SSP brochure and its operating policies and procedures contained therein serve as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor."

NOTE: The ARO contracting officer considers the SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitute a Memorandum of Understanding between the sponsor and the ARO as required by the FAR 17.5. We encourage the requester to consider this position.

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| II. PROGRAMS AVAILABLE THROUGH THE SSP |
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|   |    |
|---|----|
| A. Scientific and Technical Analysis Services (STAS)  | 9  |
| B. Laboratory Research Cooperative Program (LRCP)   | 10 |
| C. Conferences, Workshops, and Symposia (CWS)   | 11 |
| D. Summer Faculty Research and Engineering Program (SFREP)  | 13 |
| E. Summer Associateship Program for High School Science and Mathematics Faculty (HSSMF)                             | 15 |
| F. Post Laboratory Research Cooperative Program/Post Summer Faculty Research and Engineering Program (PLRCP/PSFREP) | 17 |

## II. PROGRAMS AVAILABLE THROUGH THE SSP

### A. SCIENTIFIC AND TECHNICAL ANALYSIS SERVICES (STAS).

1. Definition. This program is designed to procure analysts/scientists to provide analyses, advice and assistance on a short-term or intermittent basis for the resolution of specific scientific or technological problems when the objectives can be reached in a short time and the expertise required is not available at the requesting activity. This program is not designed to procure permanent equipment for requesters. However, see Para. 2 on Page 2 for exceptions. The program may include the development and installation of computer software critical to the successful completion of the project.

2. Objective. To solve scientific and technical problems as specified by the Government.

3. Characteristics.

a. The number of scientists or engineers is unlimited.

b. The number of working days per scientist or engineer is unlimited.

c. The number of working days for technicians, graduate students, research assistants, clerical assistants, et cetera, is unlimited.

d. There shall be no indefinite on-call services of scientists or engineers.

e. The performance period should not exceed two years. This includes the basic contract plus any modifications. Exceptions shall be justified in writing. Accordingly, every effort must be taken by the sponsoring agency and the contractor to complete each statement of work within the two-year limit.

f. A new statement of work shall not be the continuation of a current statement of work. A large piece of work shall not be subdivided in order to stay within the SSP dollar threshold (\$500,000 exclusive of the ARO administrative overhead).

g. Each statement of work shall be specific, complete, and concise but detailed sufficiently to allow the prime contractor to competitively solicit proposals to accomplish the work.

h. A typewritten scientific/technical report is the end product of the effort. The statement of work shall express due dates for the interim reports, software, floppy discs, final report, et cetera, by number of days or number of months (day/month/year if known) after the award date

of the contract. The requirement to deliver computer generated reports and software must state clearly the computer system on which the reports or software must operate. If justified in writing to and approved by the ARO contracting officer, a prototype item of equipment or hardware may be a part of the statement of work requirements (see Para. 2 of Page 2) and be a delivery item.

- i. Funding. Refer to Sec I, Para. B, Pages 4-5.

## **B. LABORATORY RESEARCH COOPERATIVE PROGRAM (LRCP):**

1. Definition. This program is designed for research and exchange of information between the selected scientist and laboratory personnel. The effort must be scientific and technical in nature. Typically, the participating non-government scientist is a university professor who is available to work at the Government laboratory during the spring and summer months. Subsequent to completion of work at the Government laboratory, the scientist returns to the university. If the scientist submits a meritorious proposal and if it is accepted and funded, research effort may continue under the post-LRCP program to gain further knowledge within the specific discipline.

### 2. Objectives.

- a. To attempt to solve scientific and technical problems common to Government laboratories.
- b. To advance the state of the art within the discipline under study.
- c. To foster an awareness of Government programs available to the university community.

### 3. Characteristics.

- a. The entire effort will be performed on a continuous basis at the sponsoring laboratory.
- b. The performance period is generally three to six months during the spring and summer months. If the COR desires a longer performance period, he or she may submit written justification for the contracting officer's approval. The requested longer period of performance, not to exceed two years, will be approved provided the subcontractor agrees to the period.
- c. Compensation shall not exceed the scientist's base salary rate at the time of contracting.
- d. Reimbursement of travel and subsistence shall be in accordance with the Federal Joint Travel Regulations (JTR) and as follows:

(1) The scientist shall normally be allowed one round trip from place of residence to the laboratory plus lodging and subsistence for the period. Reimbursement for this trip shall be limited to daily subsistence for the necessary travel plus either (i) a mileage allowance or (ii) one round trip airfare.

(2) If the faculty member's place of residence is within commuting distance of the laboratory, travel will be considered local and the faculty member will not be permitted a daily mileage allowance.

(3) The faculty member shall be authorized to return to his or her place of residence on weekends, holidays, or other periods of non duty; however, the Government will not reimburse the faculty member for such trips.

(4) Travel to other laboratories for the purpose of obtaining data or presenting research results will be permitted only to the extent authorized in the delivery order and only during the performance period. Other travel will be at the expense of the selected faculty member or at the expense of the sponsoring agency by the use of Invitational Travel Orders (ITOs). As a general rule, the ARO contracting officer will not modify a LRCP delivery order to add travel funds.

e. No overhead or company profit will be permitted.

f. Funding. Refer to Sec I, Para. B, Pages 4-5.

g. A typewritten final report on effort accomplished shall be prepared by the LRCP scientist and submitted in accordance with the statement of work.

h. LRCP requests should be submitted to ARO not later than 1 March of each year to allow adequate processing time.

### **C. CONFERENCES, WORKSHOPS, AND SYMPOSIA (CWS):**

1. Definition. This program is designed to provide services to organize and administer scientific and technical conferences, workshops, and symposia (CWS) for governmental agencies when required expertise does not exist within the Government. The request should be submitted six months prior to the suggested CWS date to allow adequate time to award a delivery order to the prime contractor to accomplish the CWS. The request shall include specific information available at the time it is submitted, such as recommended dates, location, anticipated number of attendees, topics to be covered, and how the CWS relates to the research interests of the sponsoring agency. Payments such as honoraria and travel expenses for speakers may be included in the request; however, the SSP is not designed to obtain

speakers when an agency intends to organize and administer its own CWS. In such cases, the services of speakers should be obtained by the sponsoring agency's procurement office.

2. Objective. To provide a contractual method to organize, administer, and conduct scientific and technical CWS to facilitate the exchange of scientific information.

3. Characteristics.

a. The CWS is normally conducted during a 2 to 3-day period. Preferred and alternate dates should be stated. The performance period should be stated.

b. Primary and alternate CWS facilities and locations should be stated.

c. The performance period shall not exceed one year.

d. Tasks to be performed shall be clearly defined.

e. The number of anticipated attendees, in separate categories of government and nongovernment (industrial, educational, etc.), shall be indicated.

f. Funding. Refer to Sec I, Para. B, Pages 4-5. Funds provided to ARO cannot be used to pay for support/subsistence or services of any federal government employee in connection with the CWS.

g. Registration fee and amount, if assessed for government and nongovernment attendees, shall be stated. The cost of CWS shall be reduced by collected registration fees. A coffee or refreshment charge may be assessed to all attendees; however, this is not reimbursable and cannot be paid with contract funds.

h. Nongovernment participants may be reimbursed incurred costs in accordance with the provisions of the JTR or actual cost only plus the speaker's fee, if applicable. The request shall indicate the number of participants to be reimbursed for actual cost or actual cost plus speaker's fee. ATTACHMENT 1 to the statement of work shall itemize, if possible, honoraria to be paid each participant and/or attendee.

(1) Actual Cost Only: This covers actual cost only, such as coach airfare, food, lodging, ground transportation, incidental or miscellaneous expenses, et cetera.

(2) Actual Cost Plus Speaker's Fee: This covers actual cost described above plus a speaker's fee. The requester should recommend an appropriate speaker's fee; however, payment of the actual speaker's fee will be determined based on the speaker's credentials and other applicable qualifications.



i. A final typewritten scientific/technical report (CWS proceedings or summary accomplishments) is the end product of the effort. Distribution of the final report should be specified in the statement of work.

**D. SUMMER FACULTY RESEARCH AND ENGINEERING PROGRAM (SFREP):**

1. Definition. This program is designed for collaborative research and exchange of information between university, college, or technical institution faculty members and Army laboratory personnel. The effort must be scientific and technical in nature. The participating non-government scientist is a faculty member who is available to work at a Government laboratory during the spring and summer months. Subsequent to completion of work at the Government laboratory, the scientist returns to the educational institution. If the scientist submits a meritorious proposal and it is accepted and funded, the research effort may continue within the specific discipline under the post-SFREP.

2. Objectives.

- a. To further research interests of the U. S. Army.
- b. To stimulate communications between faculty members and Army professionals.
- c. To enhance research capabilities of scientists from educational institutions.

3. Operating Procedures. Annually, the ARO contracting officer sends a definitive letter of instruction to users. The letter contains policies, procedures, and processing deadlines. The time periods stated below are approximate or not indicated for the processing sequence.

- a. ARO contacts Army laboratories and centers during July-August to determine interest in supporting summer faculty members for the next year.
- b. Army laboratories and centers submit short descriptions of research interests to ARO in September for inclusion in the program announcement.
- c. ARO and the prime contractor prepare the annual application/program announcement containing the program description, terms and conditions of the program, research interests of participating Army laboratories/centers, and specific instructions to applicants for the program.
- d. The prime contractor distributes (October) the application/program announcement via the World Wide Web (WWW) and regular mail to potential summer faculty members.
- e. Faculty applicants submit applications to the prime contractor.

f. The prime contractor forwards faculty applications containing scientific disciplinary interests and qualifications to laboratories/centers during early winter (December).

g. Laboratories/centers select faculty candidates and submit faculty member candidate recommendation sheets with required funding to ARO. Refer to Sec I, Para. B, Pages 4-5, for funding information.

h. ARO submits Requests for Proposals and acceptable candidate recommendation sheets to the prime contractor.

i. The prime contractor submits proposals to the ARO.

j. ARO completes SFREP awards by approximately 1 April.

4. Characteristics.

a. Work is performed on a continuous basis at the designated Army laboratory/center.

b. Performance period shall not exceed the period stated in the program announcement (usually a maximum of 12 weeks).

c. Daily salary shall be established by the ARO.

d. No overhead or profit is allowed.

e. Per diem shall be established by the ARO.

f. A typewritten final report on effort accomplished shall be required for each award.

g. Travel shall be established by the Army, and reimbursement shall be in accordance with the Joint Travel Regulation, the following rules and the prime contractor's travel policy:

(1) During the period of performance, the faculty member shall normally be allowed two round trips from his or her place of residence to the laboratory. The first trip (orientation visit) shall be preliminary to visit the laboratory location to obtain living accommodations. Expenses for travel to and from the selected Army laboratory will be paid for this pre-program orientation visit (if deemed necessary by the sponsor). An orientation visit for previous participants will normally not be authorized. The second trip shall be to report to work and, at the conclusion of the research period, return to his or her residence.

(2) If the faculty member's place of residence is within commuting distance of the laboratory, travel will be considered local and the faculty member will not be permitted a daily mileage allowance.

(3) The faculty member shall be authorized to return to his or her place of residence on weekends, holidays, or other periods of non duty; however, the Government will not reimburse the faculty member for such trips.

(4) Travel to other laboratories for the purpose of obtaining data or presenting research results will be permitted only to the extent authorized in the delivery order and only during the performance period. Other travel will be at the expense of the selected faculty member or at the expense of the sponsoring agency by the use of ITOs. Unless specifically justified by the sponsor, the ARO contracting officer will not modify a SFREP delivery order to add travel funds.

**E. SUMMER ASSOCIATESHIP PROGRAM FOR HIGH SCHOOL SCIENCE AND MATHEMATICS FACULTY (HSSMF):**

1. Definition. The HSSMF program awards summer associateships to outstanding high school science and mathematics teachers for them to perform research in U.S. Army laboratories and centers during the spring and summer months.

2. Objectives.

- a. To advance the scientific and engineering interests of the U. S. Army.
- b. To provide a working exposure to U. S. Army research and development activities in a laboratory environment.
- c. To enhance research and teaching abilities.
- d. To develop a hands-on appreciation of the professional challenges undertaken by scientists and engineers.
- e. To provide a personal experience base from which to counsel and encourage students to undertake and continue science and mathematics curricula.

3. Operating Procedures. The time periods stated for the processing sequence below are approximate. The ARO contracting officer annually sends a definitive letter of instruction to users which contains policies, procedures, and processing deadlines. (An example of this letter is not included in this brochure.)

- a. ARO contacts Army laboratories and centers during July-August to determine interest in supporting high school summer faculty members.

b. Army laboratories and centers submit short descriptions of research interests to ARO in early November for inclusion in a program announcement.

c. ARO and the prime contractor prepare the annual application/program announcement which contains the program description, terms and conditions of the program, research interests of participating Army laboratories/centers, and specific instructions to applicants for the program.

d. During October, the prime contractor distributes the application/program announcement via the WWW to high schools within the vicinity of Army laboratories and centers for interested high school faculty members.

e. High school faculty members submit applications to the prime contractor.

f. The prime contractor forwards faculty member applications containing scientific disciplinary interests and qualifications to laboratories and centers during early winter (December).

g. Laboratories and centers select high school faculty member candidates and submit recommendation sheets with required funding to the ARO. Refer to Sec I, Para. B, Pages 4-5, for funding information.

h. ARO submits Requests for Proposals and acceptable candidate recommendation sheets to the prime contractor.

i. The prime contractor contacts high school faculty members for contracting purposes.

j. The prime contractor submits proposals to the ARO.

k. ARO completes HSSMF awards by approximately 1 April.

#### 4. Characteristics.

a. New participants are encouraged.

b. Applicants should reside within commuting distance of the sponsoring laboratory or center.

c. Effort will be performed on a continuous basis at the designated Army laboratory or center.

d. Performance period shall not exceed the period stated in the announcement ( a maximum of 10 weeks).

- e. No per diem or travel will be allowed.
- f. Weekly salary shall be determined by the ARO.
- g. A typewritten final report on accomplishments shall be required for each award.

**F. POST LABORATORY RESEARCH COOPERATIVE PROGRAM(PLRCP)  
or POST SUMMER FACULTY RESEARCH AND ENGINEERING PROGRAM  
(PSFREP):**

1. Definition. After the scientist/engineer has fulfilled the initial LRCP or SFREP effort and returned to his or her educational institution, the research effort may be continued under the Post-LRCP or Post-SFREP if the problems researched were not completely solved during the LRCP or SFREP award and the Government accepts and funds a proposal submitted by the educational institution which employs the scientist/engineer.

2. Objective. To continue unresolved LRCP or SFREP research effort to attempt to solve scientific or technical problems.

3. Characteristics.

a. Participation is restricted to educational institutions (universities, colleges, and technical institutions).

b. The proposed research must be directly related to the previous LRCP or SFREP effort accomplished.

c. Funding is limited to a maximum of \$50,000 exclusive of the ARO overhead charges.

d. The performance period may not exceed one calendar year.

e. Proposals may be brief but must specify objectives of the proposed continued research.

f. Proposed costs may include time for the principal investigator and research students and other related expenses to support the research effort.

4. Proposal Preparation.

a. The format of the technical and cost proposal is open; however, the proposal shall include an administrative summary and include the information shown in the format below: (If the proposal is accepted, the summary will be used to define and clarify contractual requirements).

- (1) Title.
- (2) General.
- (3) Objectives.
- (4) Specific Tasks.
- (5) Reporting Requirements.
- (6) Place, Period of Performance, and Travel.
- (7) Security Clearance.

b. The proposal must be submitted through the business office of the educational institution. If the cost proposal contains overhead, a copy of the rate agreement issued by the Government to the educational institution shall be included with the proposal.

5. Proposal Submission. The principal investigator shall submit the proposal through channels of the educational institution to the prime contractor. Laboratories and centers that participate in the LRCP and SFREP may advise scientists performing such effort of the existence of the post programs and refer them to the prime contractor for additional information.

6. Processing Procedures.

a. The prime contractor will forward the proposal to the ARO and request the SSP contracting officer to accept the proposal.

b. ARO will forward the proposal to the laboratory/center for further evaluation and funding determination.

c. A Post-LRCP or Post-SFREP proposal will be funded by the laboratory/center which sponsored the initial LRCP or SFREP effort. (Refer to Sec I, Para. B, Pages 4-5, for funding information). However, if the laboratory or center does not wish to fund the project and the proposal has application to the mission of several laboratories or centers, ARO may elect to contact other laboratories/centers to determine interest in funding the proposal.

d. If the proposal is accepted, a delivery order contract will be awarded to the prime contractor who will subcontract with the educational institution to authorize the work to be accomplished.

e. The subcontractor shall deliver a final technical report on work accomplished.



### III. PREPARATION OF REQUESTS FOR THE SSP

#### A. STATEMENT OF WORK.

Requests to use the SSP shall be prepared in accordance with this guidance. Requests that do not comply with the required format may be returned for correction. The statement of work must be clear, complete, and describe the effort to be accomplished. To avoid duplicate processing and unnecessary handling by the ARO staff, the requester should submit the original statement of work to ARO (copies are not required). The ARO contracting officer will accept a legible, facsimile copy of the statement of work if the situation dictates this type transmittal; however, the original statement of work shall follow with a memo indicating the date the faxed copy was transmitted. MOREOVER, a sponsor may submit their statement of work electronically provided (i) the statement of work is a WordPerfect 6.0a file and (ii) the sponsor has the capability to transmit the statement of work reflecting required signatures. As a minimum, the Contracting Officer's Representative (COR) and the attorney's signatures must be evident on the statement of work. If a sponsor does not have this capability, send the original statement of work via mail or facsimile. When preparing the statement of work, follow detailed instructions below.

1. Heading. Indicate the SSP subprogram requested (STAS, LRCP, CWS, et cetera). (Refer to the index for page number of individual subprogram descriptions, characteristics, and requirements for use.)

2. Title. State the project title. We encourage you to assign a project identification number for use in tracking the statement of work prior to our processing and assigning a TCN.

3. General. Include a brief but complete description of the scientific services desired. For the SFRE and HSSMF summer programs, refer to the ARO contracting officer's definitive annual letter of instruction to sponsoring agencies concerning policy and procedures. For the Post-LRCP and Post-SFRE, refer to pages 17-19 of this brochure.

4. Objective(s). State concisely the objective(s) or desired results. Include background information necessary to fully disclose and clarify the problem.

5. Specific Tasks. Para. 4 of the statement of work must be well defined and developed to clearly describe the work to be accomplished. Statements of work must include all necessary or referenced information. The statements of work must be written such that the work can be performed by the contractor or subcontractor without Government supervision, control, or direction. Include background information necessary to fully

disclose and clarify the problem. In describing the specific tasks, use active voice verbs which require the selected source to study, investigate, analyze, interpret, evaluate, or assess, et



cetera, a specific problem. The statement of work must contain sufficient details to permit the prime contractor to obtain competitive proposals, if warranted. Statements of work which indicate that supplementary instructions or additional tasks are to be provided the selected source subsequent to selection and initiation of the work WILL NOT BE ACCEPTED.

6. Reporting Requirements. Para. 5 of the statement of work shall express when the reports are due (i. e., days after contract award or dates by day/month/year). This is applicable for the final report, interim report(s), software, floppy discs, or any other deliverables. The requirement to deliver computer generated reports and software shall state unequivocally the computer system on which the reports or software must operate. As a minimum, Para. 5 of the statement of work shall indicate that the final typewritten report shall be submitted to the COR at the sponsoring agency, and one copy of the final report shall be submitted to the prime contractor. The requesting agency establishes reporting requirements for each statement of work, to include the format, content, interim, verbal, or written reports, and date(s) due. There is no intent to require unnecessarily detailed or elaborate reports. If the sponsoring agency desires to review and approve a draft of the final report, this requirement shall be expressed in terms indicating responsibility of the subcontractor and the Government to submit and return respectively the draft report on specific dates. The report should serve as a historical record of the services provided and as a source of technical information. Reports generated by subcontractors shall not be released for publication or dissemination without the ARO contracting officer's written approval following coordination with the COR.

NOTE: The COR receives, inspects, and accepts all technical reports. After acceptance of the final technical report, the COR shall send the report to:

**Defense Technical Information Center (DTIC)**  
**ATTN: OCC**  
**8725 John J. Kingman Road, Suite 0944**  
**Ft. Belvoir, VA 22060-6218**

The only exception to the above requirement is if the COR determines that the report is not appropriate (i.e., security reasons, et cetera) for submission to DTIC.

7. Qualification Requirements. The statement of work shall state the minimum qualifications considered necessary for performance of the work. The statement of work shall not use overly restrictive qualifications criteria which would unnecessarily restrict competition or cause selection of an overly qualified individual.

8. Place and Period of Performance, Work Days, and Travel.

a. Place of Performance. Express place(s) of performance by location and working days at each location or estimated percentage of time at specified locations.

b. Period of Performance. Indicate the desired inclusive performance period, not to exceed two calendar years. (For example, "The performance period shall be six months, beginning on the award date of the contract.")

c. Estimated Work Days. Estimate the number of working days for each scientist/engineer. Estimate the number (unlimited) of working days for other required labor such as technicians, graduate students, research assistants, or clerical assistants. The number of working days per person must agree with the itemized labor priced in ATTACHMENT 1 to the statement of work. (The contractor will not receive a copy of the sponsor's cost estimate.)

d. Estimated Travel. State travel requirements for each individual, in number of days for each trip and place of travel. (Include destination(s), number of trips, number of travelers each trip, and duration of trips.)

9. Restrictions. Fully disclose and evaluate any known or potential conflict of interest which may arise from contracting with a particular firm or individual for performance of the work. A conflict of interest exists when the nature of the work to be performed under a proposed Government contract may, without some restriction on future activities, (a) result in an unfair competitive advantage to the subcontractor or (b) impair the subcontractor's objectivity in performing the work. If no known or potential conflict of interest exists, so state. Conflicts of Interest are covered in FAR Part 9, Subpart 5.

10. Security Clearance. If the statement of work requires a security clearance, identify the appropriate level of clearance; e.g., Confidential, Secret, or Top Secret. If no security clearance is required, so state. The statement of work shall contain no classified information; however, an unclassified statement of work may require a classified final report. A security clearance shall not be requested for escort purposes which may be satisfied by a National Agency Check (NAC) conducted by the sponsoring agency. NAC's cannot be conducted under the SSP. A statement of work requiring special handling due to unclassified sensitive data must identify such data and provide specific instructions relative to special handling. The prime contractor is responsible for all SSP security matters, in accordance with provisions of the National Industrial Security Program Operating Manual (NISPOM). Should a DD 254 be required, the prime contractor will issue it to the subcontractor in accordance with provisions of the NISPOM.

11. Contracting Officer's Representative (COR). Indicate the name, official address including the office symbol, DSN and commercial telephone number, facsimile number, and e-mail address of the technical individual who will be designated COR. Refer to Sec I of this brochure.

12. Recommended Source(s). It is not required or suggested that the COR always include recommended sources. The prime contractor and the ARO has a current data base which contains approximately 5,000 qualified sources which span many scientific and technical

disciplines. However, if the COR knows of a qualified source, indicate the name, address, telephone and facsimile numbers, and e-mail address for the recommended source(s). The ARO contracting officer will refer these suggestions to the Prime Contractor, who will consider them for contract award. Refer to Sec I of this brochure.

13. Relevance. Briefly explain how the requested work will advance scientific and technical knowledge and explain the military relevance of the advanced knowledge to agency and/or national goals.

14. Capability Statement. Each statement of work for STAS, LRCP or CWS effort must contain the following or a similar statement: The requesting agency does not have the necessary in-house capability to perform the tasks specified in this statement of work.

B. ATTACHMENT 1 TO THE STATEMENT OF WORK.

Attachment 1 to the statement of work shall be a separate enclosure containing (1) an itemized budget and (2) a PRON or MIPR funding identification. Prepare Attachment 1 in accordance with the following format and instructions:

a. ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. Budget.

| <u>Labor</u> | <u>Days</u> | <u>Rate/Day</u> | <u>Estimated Cost</u> |
|--------------|-------------|-----------------|-----------------------|
| _____        | _____       | _____           | _____                 |
| _____        | _____       | _____           | _____                 |
| _____        | _____       | _____           | _____                 |
| _____        | _____       | _____           | _____                 |

Itemize labor by category of scientist/engineer or technician, estimated number of days and estimated daily rate for each individual. If you anticipate the services will be provided by an industrial/business-oriented organization which charges such costs, ADD estimated overhead, fringe benefits, general and administrative (G&A) expenses, and fee to your government estimate. If you anticipate the services will be provided by an educational institution, ADD estimated overhead and fringe benefits to your government estimate. (Refer to APPENDIX I, Examples 1 and 2, for assistance in preparing your budget).

b. Travel. Itemize travel costs per individual in number of days for each individual and length of each trip and place of travel, including car rental and subsistence costs. The number of trips and place of travel must agree with Para. 7 of your statement of work.

c. Materials. Itemize materials costs, such as expendable materials, report preparation, and miscellaneous costs.

d. Overhead. Subtotal the estimated budget. Add 10% ARO overhead and enter the total estimated cost.

2. Funding. Identify funds by PRON or MIPR number. APPEND YOUR DIRECT FUND CITE DOCUMENT TO YOUR STATEMENT OF WORK/ATTACHMENT 1 IN AN AMOUNT EQUAL TO OR GREATER THAN YOUR ESTIMATED COST. Unless specified to the contrary, the estimate will not be construed as a ceiling. Deviations between the total negotiated cost and the user estimate will be coordinated with the requesting agency only if (i) requested or (ii) sufficient funds have not been provided or (iii) the deviation is considered significant enough to warrant scrutiny by the user agency.

C. ATTACHMENT 2 TO THE STATEMENT OF WORK. (Determinations and Signatures.)

1. Economy ACT Determination (Contract Off-Loading). In accordance with DoD Policy requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable local regulations, each statement of work from a DoD agency shall contain either a (i) determination and findings in accordance with FAR 17.503 or (ii) statement as follows:

"We agree that the established SSP brochure and its operating policies and procedures contained therein serves as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor."

NOTE: The ARO contracting officer considers the SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitutes a Memorandum of Understanding between the sponsor and the ARO as required by the FAR 17.5. We encourage the sponsor to accept this position.

2. Type of Services Required. In accordance with the provisions of DoDD 4205.2, "Acquiring and Managing Contracted Advisory and Assistance Services," (CAAS), dated 10 February 1992, AR 5-14, "Management of Contracted Advisory and Assistance Services," dated 15 January 1993, and other regulations applicable to your agency, review the statement of work and determine whether the services requested are CAAS. If these services are determined to be CAAS in accordance with DoDD 4205.2 and AR 5-14, the sponsor must prepare a Management Decision Document (MDD) and send a copy with the statement of work. In making a CAAS determination, Army sponsors should cite these regulations. Other DoD sponsors should cite DoDD 4205.2 and other regulations applicable to their agencies. CAAS does not apply to non-DoD sponsors. A CAAS determination is also required when new work (i.e., scope change) is added to a contract by contract modification. When the requested services are determined to be CAAS, the sponsor is required to comply with the reporting requirements of the DoDD 4205.2 and the AR 5-14.

3. COR Signature. The COR must review each statement of work thoroughly and provide his or her signature, title and telephone number below:

Signature: \_\_\_\_\_  
Typed Name & Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

4. Legal Review. The sponsor's servicing legal office **must** provide legal review of the statement of work. In reviewing the statement of work, legal counsel should place particular emphasis on the sponsor's recommended source, if provided, and on apparent or potential conflicts of interest that may be created should the prime contractor, propose the recommended source for contract award (e.g., a former Government employee). Legal counsel should also consider the applicability of CAAS requirements and the general sufficiency of the statement of work. (See the sample statements of work that are included at Appendix I.) The sponsor's legal counsel is not expected to provide a review of the award itself. This is the responsibility of the ARO contracting officer who may, prior to contract award or during the research effort, request further assistance from the sponsor's legal counsel.

Legal Review Signature Block: This request has been reviewed and is considered legally sufficient as written.

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

#### D. PREPARATION OF REQUESTS FOR SSP DELIVERY ORDER MODIFICATIONS.

The prime contractor is responsible for the performance of subcontractor effort under the SSP. The COR does not have authority to request performance of work which is not specified in the delivery order. Required changes can be accomplished only by a modification to the delivery order signed by the ARO contracting officer. Either the COR or the prime contractor may submit required modification requests to ARO. Requests for retroactive performance or requests received after the delivery order termination date shall not be accepted. Each request for contract modification must identify the TCN and delivery order number and the COR must sign it. NOTE: Refer to APPENDIX I, Example 6, for a sample modification request which the COR should follow.

1. No-Cost Changes. Written requests for no-cost changes shall provide as a minimum:

- a. Identification of the required change.
- b. Justification for the change.
- c. Signature of the COR on the request.

2. Cost Changes submitted to ARO by the COR. Cost changes submitted by the COR shall be separated into statement of work changes and budget changes and shall contain as a minimum the following:

- a. Changes to the Statement of Work. Include all necessary data:

- (1) A statement indicating whether the scope of work (specific tasks) identified in the basic statement of work is to be changed. Clarify the change, such as, delete Para. 4a and substitute the following Para. 4a.

- (2) Anticipated additional working days required and state days by labor category, if possible.

- (3) Additional travel requirements per individual, place of visit, and number of days for each visit. Include required car rentals, if needed.

- (4) Need for miscellaneous items such as expendable supplies or additional reports, et cetera.

- b. Cost Changes. The COR shall furnish an independent government estimate (for modification only) as ATTACHMENT 1 prepared on a separate page in accordance with Para. III B above. Legal review is not required on cost modifications provided the statement of work of the original contract is not changed substantially. As a minimum, the budget shall provide:

- (1) Estimated additional days, daily rates and total cost per individual.

- (2) Estimated fringe benefits and overhead costs if the effort is anticipated to be accomplished by an industrial/business-oriented organization which charges such costs.

- (3) Cost associated with additional materials or supplies needed.

- (4) ARO overhead at 10% of estimated cost.

3. Cost Changes submitted to ARO by the Prime Contractor. When requested by the subcontractor, the prime contractor may submit a contract modification proposal to the contracting officer. The proposal shall specify and justify the change. In such instances, ARO will contact the COR to discuss the proposed change and the required cost. Regardless of

urgency, such proposed changes shall not be finalized until funds have been received from the sponsoring agency.

|   |
|---|
| <b>IV. WHERE TO SUBMIT SSP REQUESTS AND ARO POINTS-OF-CONTACT (POC)</b> |
|---|

A. Submit ONE COPY (no duplicates necessary) of the statement of work, ATTACHMENT 1 and ATTACHMENT 2 (ORIGINALS, FACSIMILE OR ELECTRONIC) including required signatures along with the original direct cite funding document to:

U.S. Army Research Office  
ATTN: AMMSSB-ACR (Kathryn C. Terry)  
P. O. Box 12211  
4300 South Miami Boulevard  
Research Triangle Park, North Carolina 27709-2211

B. ARO POC's.

**Ms. Kathryn C. Terry** (Contracting Officer), (919) 549-4377  
or DSN: 832-4377 e-mail: [terry@arl.aro.army.mil](mailto:terry@arl.aro.army.mil)

**ARO Facsimile Numbers:** (919) 549-4388 or DSN: 832-4388



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|---|
| <p>APPENDIX I</p> <p>ILLUSTRATED SSP REQUESTS FOR REFERENCE</p> |
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|   |    |
|---|----|
| Example 1, STAS for Individual .....  | 30 |
| Example 2, STAS for Company .....   | 35 |
| Example 3, LRCP .....   | 41 |
| Example 4, CWS (Budget Includes Estimate for Consultants ..<br>and Honoraria) | 46 |
| Example 5, CWS .....  | 52 |
| Example 6, Cost Modification for Company .....                                | 58 |

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| APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE |
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Example 1: STAS for Individual

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SCIENTIFIC SERVICES PROGRAM  
STAS

1. TITLE. Neural-Network-Based Target Identification (Project I.D. No. 97-01).

2. GENERAL.

a. The services of a scientist or engineer, with technical support, are required to evaluate specific problems relating to the development of a neural-network-based target identification system that can estimate the aspect angle of the target and work in a cluttered environment.

b. Identification in a cluttered environment of fixed-and-rotary-wing aircraft or ground vehicles such as tanks and trucks is difficult with conventional pattern recognition techniques that require the algorithm designer to specify completely the image processing scheme. Neural-networks provide a different approach to the problem in that they can train themselves to perform the identification task once given a training set of examples spanning the occurrences of interest.

3. OBJECTIVE. The objective of this effort is to develop a precise form of a neural-network and to determine, in a hybrid scheme with some conventional pattern recognition algorithms, the usefulness of the neural-network. The tools for efficient computer utilization to accomplish this task must also be developed and specified.

4. SPECIFIC TASKS. The following tasks shall be performed independent of Government supervision, direction, or control:

a. Develop strategies for using self-organizing, neural-network algorithms for 3-dimensional tactical target and wire frame model recognition.

b. Develop segmentation and feature extraction procedures that combine conventional and neural-network methods for target recognition in very cluttered environments.

c. Develop image processing and design tools for concept implementation.

5. REPORTING REQUIREMENTS.

- a. Oral reports as required by the COR.
- b. A final typewritten report (6 copies) summarizing the work performed and the results and conclusions derived shall be submitted to the COR, and one copy shall be submitted to the prime contractor within thirty days after the end of the contract performance period.
- c. In addition, one copy of the final report shall be furnished under separate cover to:  
(Name and Address)

6. QUALIFICATION REQUIREMENTS. The scientist or engineer selected for the performance of this statement of work must have specific experience in neural-network algorithms as evidenced by publications in peer-reviewed journals. He must have achieved technical training equivalent to the Ph.D. level with a strong background in computer programming, digital image processing and target identification.

7. PLACE AND PERIOD OF PERFORMANCE, WORK DAYS AND TRAVEL.

- a. Place of Performance: Except for the travel listed in paragraph 7.d. below, all work will be at the performer's location.
- b. Period of Performance: The period of performance shall be from the effective date of the delivery order through 30 Sep 97.
- c. Work Days: An estimate of 45 working days for a Principal Investigator, 40 days for a post doctoral research assistant and 40 working days each for two graduate students.
- d. Travel: Trips are contemplated as follows:

Four 3-day trips to the Army Research Development and Engineering Center (ARDEC) by the Principal Investigator.

One 7-day trip to ARDEC by the Post Doc and each graduate student.

8. RESTRICTIONS. There are no known existing or potential conflicts of interest associated with this task.

9. SECURITY CLEARANCE. None required; the effort is unclassified.

10. CONTRACTING OFFICER'S REPRESENTATIVE (COR).

NAME:  
COMMAND:  
AGENCY:  
ADDRESS (include office symbol):  
PHONE: (DSN); (COMMERCIAL); (FACSIMILE)  
E-MAIL:

11. ARDEC ADMINISTRATIVE POINT-OF-CONTACT (POC).

NAME:  
COMMAND:  
AGENCY:  
ADDRESS (include office symbol):  
PHONE: (DSN); (COMMERCIAL); (FACSIMILE)  
E-MAIL:

12. RECOMMENDED SOURCE(s).

NAME:  
COMMAND:  
AGENCY:  
ADDRESS:  
PHONE: COMMERCIAL; FACSIMILE  
E-MAIL:

13. RELEVANCE. This work will support ARDEC's mission in target identification.

14. CAPABILITY STATEMENT. ARDEC does not have the necessary in-house capability to perform the work specified in the statement of work.

ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE

1. Budget.

|    |   |             |                 |                       |
|----|---|-------------|-----------------|-----------------------|
| a. | <u>Labor.</u>   | <u>Days</u> | <u>Rate/Day</u> | <u>Estimated Cost</u> |
|    | Principal Investigator (PI)   | 45          | \$625           | \$28,125              |
|    | Post Doc  | 40          | 200             | 8,000                 |
|    | Graduate Student  | 40          | 80              | 3,200                 |
|    | Graduate Student  | 40          | 80              | 3,200                 |
| b. | <u>Travel.</u>  |             |                 |                       |
|    | Four 3-day trips to ARDEC Principal Investigator (PI)                           |             |                 | 2,800                 |
|    | Three 7-day trips to ARDEC (Post Doc & G.S.)                                    |             |                 | 3,600                 |
| c. | <u>Materials.</u>   |             |                 |                       |
|    | COHORT & VISIX Software License Fees<br>(Justification is attached.)            |             |                 | 9,100                 |
|    | Expendable Supplies   |             |                 | 60                    |
|    | Miscellaneous   |             |                 | 15                    |
|    | Report Preparation  |             |                 | <u>200</u>            |
|    |   |             | Subtotal:       | \$58,300              |
| d. | Overhead for everything except PI's time and travel<br>(total = \$27,375) @ 55% |             |                 | <u>15,056</u>         |
|    | Subtotal:   |             |                 | \$73,356              |
|    | ARO 10% Overhead:   |             |                 | <u>7,336</u>          |
|    | TOTAL:  |             |                 | \$80,692<br>=====     |

2. Funding. The funding document is attached: MIPR 97-1234

ATTACHMENT 2  
DETERMINATIONS AND SIGNATURES

1. Economy ACT Determination (Contract Off-Loading). In accordance with DoD Policy requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable local regulations, each statement of work from a DoD agency shall contain either: (i) specific determination and findings in accordance with FAR 17.503; or (ii) statement as follows:

We agree that the established SSP brochure and its operating policies and procedures contained therein serves as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor.

NOTE: The ARO considers SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitute a MOU between the sponsor and the ARO as required by the FAR 17.5. We encourage the sponsor to accept this position.

2. Type of Services Required.

a. Nonpersonal Services. This request represents nonpersonal services and is not in violation of the personal services policy set forth in the Federal Acquisition Regulation (FAR) 37.104. The services being acquired are Federal Information Processing Resources and reported in budget Exhibit 43a, "Report Information Technology Systems" (DoD 7110.1-M) as set forth in DoDD 4205.2 Encl 3, Para. H.

b. Contracted Advisory and Assistance Services (CAAS). (Select (1) or (2) below.)

(1) The services requested are not Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92.

(2) The services are Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92. A Management Decision Document (MDD) has been prepared and is appended to this statement of work request.

3. Conflicts of Interest. There are no known existing or potential conflicts of interest associated with this task.

Signature:\_\_\_\_\_

Typed Name (COR):\_\_\_\_\_

Date:\_\_\_\_\_

4. Legal Review. This request has been reviewed and is considered legally sufficient as written.

Signature: \_\_\_\_\_

Typed Attorney-Advisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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| APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE |
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EXAMPLE 2: STAS for Company

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SCIENTIFIC SERVICES PROGRAM  
STAS

1. TITLE. Air Logistics Center (ALC) Analysis for Business Processes (I. D. No. 97-26).
2. GENERAL. In accordance with the Defense Finance and Accounting Service (DFAS) goals to consolidate and reduce operating costs, the Defense Accounting Offices (DAOs) are relocating to DFAS Operating Locations (OPLOCs). As a result of the DAOs moving away from the Financial Service Offices at Air Force installations, the ability of the Air Force to expeditiously have funds obligated in the acquisition process will be greatly reduced. PACER LEAN and the Depot Maintenance business processes (repair) will also be affected by the processing of Project Orders.

To accommodate this change in the business process, the Air Force Materiel Command/Facilities Management (AFMC/FM) is working to implement an automated business process that will enable any government individual with a requirement to procure an end item or service to enter that requirement on-line into an electronic system. The requirement for the end item or service would move electronically through the various acquisition business entities (Logisticians, Requirements, Resource Advisor, Budget, Accounting, Procurement, etc.) who would perform their respective responsibilities. Such an automated process will enable the Air Force to actually make the current acquisition process more efficient and streamlined by reducing manpower requirements, reducing duplicative data input, and decreasing processing time.

3. OBJECTIVE. Perform an analysis of the procurement business processes at the Air Logistics Centers, perform an analysis of the Air Logistics Center procurement system (J090B) at Hill AFB, Utah, and perform an analysis of the Automated Business Services System (ABSS) at Eglin AFB, Florida. Through this effort, requirements shall be generated to use Electronic Commerce/Electronic Data Interchange (EC/EDI) standards to eliminate dual entry of information between the document originator and the receiving entities. The transferring of digital data within government has become a key issue. With the downsizing efforts within the government, it has become critical to alleviate unnecessary data entry. By evaluating the processes used by the ALCs, requirements shall be dictated to control this information. Using today's technologies, this data will be transferred electronically, but will also maintain the integrity required by the General Accounting Office (GAO).
4. SPECIFIC TASKS. The contractor shall perform the following program management tasks independent of Government supervision, direction or control.

a. Task 1. The contractor shall review the (AFMC) Purchase Request (PR) process, the Depot Maintenance Business Area (DMBA), and the Stock Fund Material Business Area (SMBA) process, as provided by the Government and validate the business process with representative staff from the Finance and Accounting Offices for each of the Air Logistic Centers.

b. Task 2. The contractor shall perform an analysis of the J090B procurement system piloted at Hill AFB, Ogden, Utah.

c. Task 3. The contractor shall do an analysis of the Automated Business Server System (ABSS) at Eglin AFB, Fort Walton Beach, Florida.

d. Task 4. The contractor shall develop a Requirements Document providing direction for the ABSS system which will use the EDI concept to automate the ALC's business process and a Requirements Document for J090B automation also using EDI.

e. Task 5. The contractor shall develop a high level Work Breakdown Schedule (WBS) for the software development of the defined requirements.

5. REPORTING REQUIREMENTS. The contractor shall provide the deliverables as expressed below. The deliverables shall be provided in contractor format unless otherwise specified by the AFMC's Materiel Systems Group/Contracting Systems (MSG/SK). Deliverables shall be submitted in writing and in IBM compatible WordPerfect 6.0. The Government will review deliverable drafts and provide written comments within 10 working days after receipt of each draft. The deliverables are:

a. Monthly Status Report. Every 30 days, (starting 30 days after contract award), a report outlining the activities of that 30-day period shall be submitted. A final report that consists of all of the previous reports shall be delivered to the COR and to the Prime Contractor, no later than 30 days following the end of the period of performance.

b. J090B Analysis Results. The contractor shall deliver a requirements document defining requirements necessary for ABSS to incorporate J090B business process. This shall be delivered 80 days after contract award.

c. ALC Analysis Results. The contractor shall deliver a requirements document defining requirements necessary for ABSS to incorporate the ALC business process. Standard Electronic Commerce (EC) formats shall be used when feasible. Interfacing systems shall be evaluated and may require reformatting into an EDI standard. This shall be delivered 110 days after contract award.

d. Work Breakdown Schedule. The contractor shall deliver a high level work breakdown schedule showing the defined requirements in 5b and 5c. This shall be delivered 110 days after contract award.

6. QUALIFICATIONS REQUIREMENTS. The contractor shall provide qualified senior scientists/engineers, junior scientists/engineers and technical analyst support with expertise in project management of system development and implementation, knowledge of the Air Force logistics process and DFAS EC/EDI, computer science, data communications, computer hardware platforms, software CASE tools, programming languages, data base management systems, operating environments, and end users productivity multipliers.

7. PERIOD AND PLACE OF PERFORMANCE, WORK DAYS AND TRAVEL.

a. Period of Performance. The period of performance shall be effective date of delivery order through the following 120 days.

b. Place of Performance. Approximately 30% of the work shall be performed at various AFMC locations and the remainder of the work shall be performed at a contractor facility located within a 10-mile commuting distance to Wright-Patterson AFB, OH.

c. Work Days. It is estimated that this tasking shall require approximately 242.5 working days of effort. It is anticipated that the 242.5 working days shall be distributed as follows:

|                      |            |
|----------------------|------------|
| Senior Scientist(s)  | 40 days    |
| Senior Engineer(s)   | 45 days    |
| Junior Scientist(s)  | 50 days    |
| Junior Engineer(s)   | 80 days    |
| Technical Analyst(s) | 27.5 days. |

d. Travel. It is anticipated that a total of 15 trips of five days each shall be required to Eglin AFB, Florida and Hill AFB, Utah. Travel will be performed by contractor staff in coordination with the COR. A travel budget of \$17,500 shall be established which shall not be exceeded.

8. RESTRICTIONS. There are no known existing or potential conflicts of interest associated with this work.

9. SECURITY CLEARANCE. Security clearances are not required.

10. CONTRACTING OFFICERS REPRESENTATIVE.

NAME:

COMMAND:

AGENCY:

ADDRESS: (include office symbol)

PHONE: (DSN); (COMMERCIAL); (FACSIMILE)

E-MAIL:

11. ADMINISTRATIVE POINT-OF-CONTACT (POC).

NAME:

COMMAND:

AGENCY:

ADDRESS: (include office symbol)

PHONE: (DSN); (COMMERCIAL); (FACSIMILE)

E-MAIL:

12. RECOMMENDED SOURCE.

NAME:

ADDRESS:

PHONE: COMMERCIAL; FACSIMILE

E-MAIL:

13. RELEVANCE. The requested work will enable MSG/SK to better support the ABSS end users and managers needs.

14. CAPABILITY STATEMENT. AFMC's MSG/SK does not have the necessary in-house capabilities to perform the tasks specified in the statement of work.

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ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE

1. Cost Category.

| a. | <u>Direct Labor</u>  | <u>Days</u> | <u>Daily Rate</u>     | <u>Est Cost</u> |
|----|--|-------------|-----------------------|-----------------|
|    | Senior Scientist(s)  | 40          | \$320.00              | \$12,800        |
|    | Senior Engineer(s)   | 45          | 280.00                | 12,600          |
|    | Junior Scientist(s)  | 50          | 200.00                | 10,000          |
|    | Junior Engineer(s)   | 80          | 160.00                | 12,800          |
|    | Technical Analyst(s)   | 27.5        | 160.00                | <u>4,400</u>    |
|    |  |             | Subtotal:             | \$52,600        |
| b. | <u>Fringe Benefits at 41%</u>  |             |                       | <u>21,566</u>   |
|    |  |             | Subtotal:             | \$74,166        |
| c. | <u>Overhead at 66%</u>   |             |                       | <u>48,950</u>   |
|    |  |             | Subtotal:             | \$123,116       |
| d. | <u>Travel</u> (15 trips, 5 days each to<br>Eglin AFB, FL and Hill AFB, UT) |             |                       | 17,500          |
|    |  |             | Subtotal:             | \$140,616       |
| e. | G&A at 21%   |             |                       | <u>29,529</u>   |
|    |  |             | Estimated Cost:       | \$170,145       |
| f. | <u>Fixed Fee at 10%</u>  |             |                       | <u>17,014</u>   |
|    |  |             | Estimated Cost & Fee: | \$187,159       |
| g. | <u>ARO Overhead at 10%</u>   |             |                       | <u>18,716</u>   |
|    |  |             | Total Cost:           | \$205,875       |

2. Funding. Direct cite funding document, MIPR number 97-456, is attached.

ATTACHMENT 2  
DETERMINATIONS AND SIGNATURES

1. Economy ACT Determination (Contract Off-Loading). In accordance with DoD Policy requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable local regulations, each statement of work from a DoD agency shall contain either: (i) specific determination and findings in accordance with FAR 17.503; or (ii) statement as follows:

We agree that the established SSP brochure and its operating policies and procedures contained therein serves as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor.

NOTE: The ARO considers SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitute a Memorandum of Understanding between the sponsor and the ARO as required by the FAR 17.5. We encourage the sponsor to accept this position.

2. Type of Services Required.

a. Nonpersonal Services. This request represents nonpersonal services and is not in violation of the personal services policy set forth in the Federal Acquisition Regulation (FAR) 37.104. The services being acquired are Federal Information Processing Resources and reported in budget Exhibit 43a, "Report Information Technology Systems" (DoD 7110.1-M) as set forth in DoDD 4205.2 Encl 3, paragraph H.

b. Contracted Advisory and Assistance Services (CAAS). (Select (1) or (2) below.)

(1) The services requested are not Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92.

(2) The services are Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92. A Management Decision Document (MDD) has been prepared and is appended to this statement of work request.

3. Conflicts of Interest.

There are no known existing or potential conflicts of interest associated with this task.

Signature: \_\_\_\_\_

Typed Name (COR): \_\_\_\_\_

Date: \_\_\_\_\_

4. Legal Review.

This request has been reviewed and is considered legally sufficient as written.

Signature: \_\_\_\_\_

Typed Attorney-Advisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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| APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE |
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Example 3: LRCP

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SCIENTIFIC SERVICES PROGRAM (LRCP)

1. TITLE. Multimedia Workstation Research (Project I.D. No. 97-16).
2. GENERAL. The U. S. Army Institute for Research in Management Information, Communications, and Computer Sciences (AIRMICS) has the responsibility to perform applied research in support of the Army's Information Mission Area - automation, communication, audio-visual, records management and printing and publication. To accomplish this task, AIRMICS is addressing technology base problems in a number of different areas. Specifically, in this task we are directing our attention to solving audio-visual engineering in communications that impact and impede our manner of doing business. A computer scientist is required who is knowledgeable in his field and who is familiar with the Army's problems in the communications engineering area. The individual must be familiar with the current Integrated Services Digital Networks (ISDN) technologies and its environment.
3. OBJECTIVES. To reach AIRMICS' overall goal in the areas of ISDN and Multimedia, AIRMICS intends to develop a local test and evaluation environment for the purpose of investigating the feasibility of integrating all ISDN Terminating Equipment in a Multimedia Workstation, both for military and commercial applications. The purpose of this research effort is to support the mission of AIRMICS by conducting system engineering and prototyping of an Integrated Services Digital System (ISDS), and to provide technical assistance concerning system evaluation and further research emphasis.
4. SPECIFIC TASKS. The following tasks shall be performed independent of Government supervision, direction, or control:
  - a. Set up a hardware and software development environment for prototyping and evaluating Multimedia Workstation and Integrated Services Digital System.
  - b. Investigate several design architectures for the implementation of a Multimedia Workstation.
  - c. Initiate research work in the hardware design of a Multimedia Workstation as a whole, as well as specific implementation details of such a design and prototyping.
  - d. Investigate and outline the necessary system software for a prototyped Multimedia Workstation, such as the Integrated Services Digital System.



5. REPORTING REQUIREMENTS.

- a. Oral reports as required by the contracting officer's representative (COR).
- b. Two typed copies of a written report to AIRMICS, summarizing the results of research conducted, providing recommendations for applying the results, and offering suggestions for follow-on research efforts.
- c. Complete block diagrams and hardware schematics of an Integrated Services Digital System.
- d. Complete modules of the system software for the above system with functional description of each module, as well as the interactions with other software modules.
- e. Items b, c, and d will be submitted by the individual working under this task order to the COR and to the prime contractor within 30 days after the end of the contract performance period.

6. QUALIFICATIONS REQUIREMENTS. A computer scientist is required who is familiar with the Army's problems in the communications engineering area. The individual must be familiar with the current Integrated Services Digital Networks (ISDN) technologies and its environment. The individual must be selected on the basis of his hardware, software and systems engineering experience, knowledge of the state of the art technology, as well as research and practical experience in Integrated Services Digital network and Multimedia. It is essential that the person have both strong Electrical Engineering and Computer Science backgrounds.

7. PLACE AND PERIOD OF PERFORMANCE, WORK DAYS AND TRAVEL.

- a. Place of Performance. All work will be performed at AIRMICS in Atlanta, Georgia.
- b. Period of Performance. The period of performance shall be from 2 Jul 96 to 28 Sep 96.
- c. Work Days. Sixty (60) working days are required of the scientist.
- d. Travel. Except for local travel to the laboratory, no other travel is required. The Principal Investigator for this task must live within commuting distance of AIRMICS.

8. RESTRICTIONS. The reports and documentation resulting from this task may be utilized in future competitive procurements. Any organization or employee thereof involved with a hardware/software vendor who may desire to provide ISDN multimedia workstation in any form should not be utilized in connection with this effort.

9. SECURITY CLEARANCE. No security clearance is required.

10. CONTRACTING OFFICER'S REPRESENTATIVE (COR).

NAME:  
COMMAND:  
AGENCY:  
ADDRESS: (include office symbol)  
PHONE: (DSN); (COMMERCIAL); (FACSIMILE)  
E-MAIL:

11. ADMINISTRATIVE POINT-OF-CONTACT (POC).

NAME:  
COMMAND:  
AGENCY:  
ADDRESS: (include office symbol)  
PHONE: (DSN); (COMMERCIAL); (FACSIMILE)  
E-MAIL:

12. RECOMMENDED SOURCE.

NAME:  
ADDRESS:  
PHONE: COMMERCIAL; FACSIMILE  
E-MAIL:

13. RELEVANCE. This task supports AIRMICS' overall goal in the area of ISDN and Multimedia Workstations.

14. CAPABILITY STATEMENT. AIRMICS does not have the necessary in-house capability to perform the tasks specified in Para. 4.

ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE

1. Budget.

| a. <u>Labor</u>                      | <u>Days</u> | <u>Rate/Day</u>  | <u>Estimated Cost</u> |
|--------------------------------------|-------------|------------------|-----------------------|
| Principal Investigator               | 60          | \$350            | \$21,000              |
| b. <u>Travel</u>                     |             |                  |                       |
| 60 round trips x 50 miles x .31 mile |             |                  | 930                   |
| c. <u>Materials</u>                  |             |                  |                       |
| Final technical report               |             |                  | <u>150</u>            |
|                                      |             | Subtotal:        | \$22,080              |
|                                      |             | ARO 10% Overhead | <u>2,208</u>          |
|                                      |             | Total:           | \$24,288              |

2. Funding.

Funds are provided on the attached direct cite funding document.

ATTACHMENT 2  
DETERMINATIONS AND SIGNATURES

1. Economy ACT Determination (Contract Off-Loading). In accordance with DoD Policy requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable local regulations, each statement of work from a DoD agency shall contain either: (i) specific determination and findings in accordance with FAR 17.503; or (ii) statement as follows:

We agree that the established SSP brochure and its operating policies and procedures contained therein serves as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor.

NOTE: The ARO considers SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitute a Memorandum of Understanding between the sponsor and the ARO as required by the FAR 17.5. We encourage the sponsor to accept this position.

2. Type of Services Required.

a. Nonpersonal Services: This request represents nonpersonal services and is not in violation of the personal services policy set forth in the Federal Acquisition Regulation (FAR) 37.104. The services being acquired are Federal Information Processing Resources and reported in budget Exhibit 43a, "Report Information Technology Systems" (DoD 7110.1-M) as set forth in DoDD 4205.2 Encl 3, paragraph H.

b. Contracted Advisory and Assistance Services (CAAS). (Select (1) or (2) below.)

(1) The services requested are not Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92.

(2) The services are Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92. A Management Decision Document (MDD) has been prepared and is appended to this statement of work request.

3. Conflicts of Interest.

There are no known existing or potential conflicts of interest associated with this task.

Signature: \_\_\_\_\_

Typed Name (COR): \_\_\_\_\_

Date: \_\_\_\_\_

4. Legal Review.

This request has been reviewed and is considered legally sufficient as written.

Signature: \_\_\_\_\_

Typed Attorney-Advisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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| APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE |
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Example 4: CWS (Budget Includes Estimate for Consultants and Honoraria)

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SCIENTIFIC SERVICES PROGRAM

CWS

1. TITLE. Conference on Visual Interpretation of Data from Non-Imaging Sensors (Project I.D. No. 97-10).
2. GENERAL. The services of a support organization are required to perform technical and nontechnical functions in the organization, management and review of the technical conference on Visual Interpretation of Data from Non-Imaging Sensors. The format of the conference will involve informal presentation by DoD personnel and round table discussions of the subject matter. The conference coordinator shall serve as the chairman and secretary for the conference. The conference administrator shall handle conference details. On-site support will be made available to assist participants with rescheduling travel arrangements and will offer other conference support as needed. Participants will be drawn from Government, industry, and academia. The conference will be unclassified. Approximately twelve (12) individuals may be involved.
3. OBJECTIVES. To assess the potential of utilizing state-of-the-art signal processing techniques and hardware to extract mine target features from non-imaging sensor data and present the output in a manner which maximizes the probability of detection. During the 5-day conference, the specific objectives will be:
  - a. Review the past mine detection research efforts relating to the methods employed to alert the operator to the presence of a target.
  - b. Assess the potential of techniques and equipment explored in the past as applied to currently available technology in light of advances in the state of the art in signal processing.
  - c. Identify new techniques for presenting processed mine detection sensor data for interpretation by an operator.
  - d. Assess processing requirements for transformation of raw sensor data to a form which allows visual or aural interpretation, and determine viability of an approach in view of logistics constraints for a fielded system.

e. Prepare a report stating the techniques, equipments, and system configurations considered and conclusions drawn.

#### 4. SPECIFIC TASKS.

a. In coordination with the Contracting Officer's Representative (COR), the conference coordinator shall select a meeting facility for no more than six (6) government and six (6) nongovernment participants. Of the six nongovernment participants, it is estimated that two (2) should be paid an honorarium as lecturers. Payments for honoraria must be reasonable and must be identified to the ARO Contracting Officer prior to making such commitments. Make arrangements for the meeting at the site, including accommodations, food service, chalkboards, audiovisual equipment, and supplies. Arrange to pay for rooms and food for the six nongovernment attendees.

b. In coordination with the COR, select dates for the conference which are preferred during July or August 1997.

c. Make air travel arrangements for all non-government participants. Reimburse nongovernment participants for allowable expenses. Reimbursement will be completed no later than two weeks after submission of a voucher completed by the participant.

d. Distribute general information regarding the program arrangements and background on previous mine detection research and data interpretation methods in advance of the meeting. The COR will provide unclassified background material for copying and distribution.

e. Have staff available to coordinate conference activities and take notes during the meetings.

f. Prepare, print and distribute copies of conference reports: 25 to the sponsoring organization, 1 to the prime contractor and 1 to each participant. The draft of this report will be prepared by the conference coordinator using the notes taken during the proceedings.

NOTE: Submit a drug-free workplace certificate (copy attached) to each participant receiving an honorarium.

5. REPORTING REQUIREMENTS. A draft report will be provided to the sponsoring organization within 60 days from the end of the formal conference proceedings. The sponsoring organization will provide comments on the draft within 15 days after receipt. A final conference report providing a summary of activities, conclusions, and recommendations will be completed and distributed in accordance with Para 4f above within 90 days after the end of the formal conference.

6. QUALIFICATION REQUIREMENTS. The support organization must have a conference coordinator with experience in mine detection, and a conference administrator with experience in the organization, planning and management of technical workshops and conferences and in making travel arrangements.

7. PLACE AND PERIOD OF PERFORMANCE, WORK DAYS AND TRAVEL.

a. Place of Performance. The conference should be conducted at the Atlanta Sheraton, Atlanta Hilton or other location suitable to the COR. Selected site must offer room rates within JTR.

b. Period of Performance. The work is to be performed during the period from contract award through 31 Dec 02. The workshop should be held during July or August 2001.

c. Estimated Work Days. Estimated work days are 30 for the conference coordinator, 45 for a conference administrator and approximately 6 work days for support effort.

d. Travel. Lodging and travel for the 6 nongovernment attendees is required.

8. RESTRICTIONS. There are no known existing or potential conflicts of interest associated with this task.

9. SECURITY CLEARANCE. Unclassified sessions only. Security clearances are not required.

10. CONTRACTING OFFICER'S REPRESENTATIVE.

NAME:

COMMAND:

AGENCY:

ADDRESS: (include office symbol)

PHONE: (DSN); (COMMERCIAL); (FACSIMILE)

E-MAIL:

11. ADMINISTRATIVE POINT-OF-CONTACT (POC).

NAME:

COMMAND:

AGENCY: (include office symbol)

ADDRESS:

PHONE: (DSN); (COMMERCIAL); (FACSIMILE)

E-MAIL:



12. RECOMMENDED SOURCE(s).

NAME:

ADDRESS:

PHONE: COMMERCIAL; FACSIMILE:

E-MAIL:

13. RELEVANCE. This conference is needed to assess the potential of utilizing state-of-the-art signal processing techniques and hardware to extract mine target features from non-imaging sensor data.

14. CAPABILITY STATEMENT. The (NAME OF SPONSORING ORGANIZATION HERE) does not have the necessary in-house capability to perform the tasks specified in Para. 4.

ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE

1. Budget.

| a. <u>Labor</u>                                       | <u>Days</u> | <u>Rate/Day</u> | <u>Estimated Cost</u> |
|---|-------------|-----------------|-----------------------|
| Conference Coordinator                                | 30          | \$500           | \$15,000.00           |
| Conference Administrator                              | 45          | \$250           | 11,250.00             |
| Support   | 6           | \$100           | 600.00                |
| Honoraria:  |             |                 |                       |
| 2 Participants @ \$750 each                           |             |                 | 1,500.00              |
| b. <u>Travel</u>                                      |             |                 |                       |
| Lodging and Catering for nongovernment attendees:     |             |                 |                       |
| 6 Participants  | 5           | \$120           | 3,600.00              |
| Airfare for 6 nongovernment attendees:                |             |                 | 3,500.00              |
| c. <u>Materials</u>                                   |             |                 |                       |
| Facility Rental                                       | 5           | \$400           | 2,000.00              |
| Supplies (Printing, Correspondence,<br>Miscellaneous) |             |                 | 2,000.00              |
| Final Report  |             |                 | <u>1,500.00</u>       |
| Subtotal:   |             |                 | \$40,950.00           |
| ARO 10% Administrative Overhead:                      |             |                 | <u>4,095.00</u>       |
| Total:  |             |                 | \$45,045.00           |

2. Funding. Direct cite funding document is provided by the attached MIPR, PRON EF-9-A91C3-10-P3.

ATTACHMENT 2  
DETERMINATIONS AND SIGNATURES

1. Economy ACT Determination (Contract Off-Loading). In accordance with DoD Policy requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable local regulations, each statement of work from a DoD agency shall contain either: (i) specific determination and findings in accordance with FAR 17.503; or (ii) statement as follows:

We agree that the established SSP brochure and its operating policies and procedures contained therein serves as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor.

NOTE: The ARO considers SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitute a Memorandum of Understanding between the sponsor and the ARO as required by the FAR 17.5. We encourage the sponsor to accept this position.

2. Type of Services Required.

a. Nonpersonal Services: This request represents nonpersonal services and is not in violation of the personal services policy set forth in the Federal Acquisition Regulation (FAR) 37.104. The services being acquired are Federal Information Processing Resources and reported in budget Exhibit 43a, "Report Information Technology Systems" (DoD 7110.1-M) as set forth in DoDD 4205.2 Encl 3, paragraph H.

b. Contracted Advisory and Assistance Services (CAAS). (Select (1) or (2) below.)

(1) The services requested are not Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92.

(2) The services are Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92. A Management Decision Document (MDD) has been prepared and is appended to this statement of work request.

3. Conflicts of Interest.

There are no known existing or potential conflicts of interest associated with this task.

Signature: \_\_\_\_\_

Typed Name (COR): \_\_\_\_\_

Date: \_\_\_\_\_

4. Legal Review.

This request has been reviewed and is considered legally sufficient as written.

Signature:

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Typed Attorney-Advisor Name:

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Title:

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Date:

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| APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE |
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Example 5: CWS

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SCIENTIFIC SERVICES PROGRAM  
CONFERENCE/WORKSHOP/SYMPOSIUM (CWS)

1. TITLE. Electrochemistry: Synthesis and Destruction (Project I.D. No. 97-56)
2. GENERAL. The services and expertise of a conference organizer are required to organize and manage the subject conference and to perform the nontechnical requirements specified in paragraph 4 entitled, "Specific Tasks". The estimated number of attendees is 20 comprised of 5 government and 15 nongovernment.
3. OBJECTIVES. The objectives are to convene leading experts in various fields of electrochemistry and discuss developing areas that may potentially have impact on future Army needs.
4. SPECIFIC TASKS.
  - a. In coordination with the Contracting Officer's Representative (COR), prepare and send an invitation letter, an agenda, travel instructions and other related conference information to each potential participant no later than 10 May 97. The COR will provide the selected subcontractor the list of participants by 15 April.
  - b. Through coordination with the COR, select a meeting facility that has the capacity to serve a minimum of 20 participants.
  - c. Prepare a list of actual attendees for the conference.
  - d. Reserve a block of sleeping rooms for participants. Contract with the hotel a daily rate that does not exceed the Joint Travel Regulations (JTR) rate for the area and pay the lodging costs for the all nongovernment attendees. Make arrangements for government attendees to pay the host facility.
  - e. Provide a conference organizer at the conference site to assist in the registration procedures, copy documents, take messages, et cetera.
  - f. Provide the following:
    1. Meeting rooms:  
Day 1: Room for 20 people

Day 2: Room for 20 people and two rooms for 10 people each

2. Audiovisual Equipment: Transparency projector with spare bulbs
3. Facilities for preparing view graphs, copying, and telefaxing
4. IBM compatible, Pentium PC and laser printer (4pp/min minimum)
5. Copies of all handouts to participants
6. Nametags for participants

g. Purchase airfare tickets for all nongovernment attendees.

h. Charge each government and nongovernment attendee a registration fee of approximately \$75 to defray the cost of coffee, sodas, snacks, working lunches and banquet. The contractor shall inform, in writing, all government employees that meals included in the fee must be disclosed on their request for reimbursement of travel expenses.

i. Prepare and pay an honorarium to each of the following individuals: Each invited speaker (12) will receive a \$250 honorarium. Three group discussion leaders will be provided an honorarium of \$350 each. Invited speakers and group discussion leaders shall be nongovernment employees.

NOTE: Submit a drug-free workplace certificate (copy attached) to each participant receiving an honorarium.

j. Coordinate a menu with the COR and arrange the following meals and breaks for 20 participants. The cost of breaks, working lunches and banquet shall be included in a registration fee. (An itemized cost by event shall be disclosed on the receipts for all of the participants.)

Jun 13: Morning and afternoon breaks; Working lunch; Banquet

Jun 14: Morning and afternoon breaks; Working lunch

k. Reimburse all nongovernment participants allowable costs (per diem for meals, local mileage and ground transportation) incurred in connection with their attendance at the conference. Do not reimburse the registration fee. The reimbursement of per diem will compensate the attendee for the portion of the registration fee that covers the working lunches and the banquet. Reimbursed costs shall be in accordance with the per diem guidelines contained in the Joint Travel Regulation (JTR). Contract funds shall not be expended to pay for refreshments such as coffee, soft drinks and snacks for participants.

1. Prepare and distribute to all participants a meeting booklet containing such information as a summary, agenda, copies of the speakers' view graphs and other pertinent information. The booklet is to be prepared and distributed the morning of 13 Jun 97.

m. Prepare and print 30 copies of the conference proceedings for the attendees and COR in accordance with the following instructions: One copy to all attendees and the Prime Contractor and the remaining copies to the COR.

n. Pay the meeting facility for all allowable services provided.

## 5. REPORTING REQUIREMENTS.

a. Present oral, biweekly progress reports as required by the COR.

b. Submit one copy of the conference proceedings to each participant, the COR and to the Prime Contractor. The contents shall include: List of speakers, executive summary, copies of transparencies and recommendations and shall be delivered within 30 days after the conference.

c. Submit a draft final report to the COR within 30 calendar days after the conclusion of the conference. The report shall summarize the activities, conclusions and recommendations of the attendees. The COR will review and provide the contractor recommended changes, if any, to the report within 30 calendar days after receipt of the draft.

d. Within 30 calendar days after receipt of the COR's comments, submit a final typewritten report to the COR and Prime Contractor by 14 September 97.

6. QUALIFICATION REQUIREMENTS. The support organization must have a conference organizer with experience in planning and managing technical workshops and conferences and in making travel arrangements.

## 7. PLACE AND PERIOD OF PERFORMANCE, WORK DAYS AND TRAVEL.

a. Place of Performance. It is preferred that the conference be held in and around Asheville, NC, in a hotel having adequate meeting rooms. Selected site must offer room rates within JTR. A temporary hold has been placed on 20 rooms at the Asheville Holiday Inn by the COR. These twenty rooms must be confirmed or released by 15 April 97.

b. Period of Performance. The period of performance is six months, beginning the effective date of the delivery order. The conference should be held during 13-14 Jun 97.

c. Work Days. The estimated number of workdays for the conference organizer is 25 days or 200 hours.

d. Travel. An estimated five (5) days of travel by the conference organizer to select the meeting site (2 days) and to attend the meeting (3 days) are required.

8. RESTRICTIONS. There are no known existing or potential conflicts of interest associated with this task.

9. SECURITY CLEARANCE. All sessions are unclassified; therefore, security clearances are not required.

10. CONTRACTING OFFICER'S REPRESENTATIVE (COR).

NAME:

COMMAND:

AGENCY:

ADDRESS: (include office symbol)

PHONE: (DSN); (COMMERCIAL); (FACSIMILE)

E-MAIL:

11. ADMINISTRATIVE POINT-OF-CONTACT (POC).

NAME:

COMMAND:

AGENCY:

ADDRESS: (include office symbol)

PHONE: (DSN); (COMMERCIAL); (FACSIMILE)

E-MAIL:

12. RECOMMENDED SOURCE(s).

NAME:

ADDRESS:

PHONE: COMMERCIAL; FACSIMILE:

E-MAIL:

13. RELEVANCE. This effort supports the Army's Electrochemistry Program.

14. CAPABILITY STATEMENT. The (NAME OF SPONSORING AGENCY HERE) does not have the necessary in-house capability to perform the tasks specified in Para. 4.



ATTACHMENT 1

1. Budget.

|  | <u>Hours/<br/>Days</u> | <u>Hourly or<br/>Daily Rate</u> | <u>Estimated Cost</u> |
|--|------------------------|---------------------------------|-----------------------|
| a. Labor.  |                        |                                 |                       |
| Conference Organizer                             | 200 hrs.               | \$20.00/hr.                     | \$4,000.00            |
| b. Honoraria for speakers.                       | 12                     | 250.00                          | 3,000.00              |
|  | 3                      | 350.00                          | 1,050.00              |
| c. Travel.                                       |                        |                                 |                       |
| Airfare  | 15                     | 800.00                          | 12,000.00             |
| Lodging/Meals (for nongovernment attendees)      |                        |                                 | 2,550.00              |
| Airfare/Rental Car/Lodging/Meals for Coordinator |                        |                                 | 1,000.00              |
| d. Material Costs.                               |                        |                                 |                       |
| Meeting room(s)                                  |                        |                                 | 1,000.00              |
| Audiovisual equipment                            |                        |                                 | 200.00                |
| Supplies   |                        |                                 | 200.00                |
| Printing, postage                                |                        |                                 | 1,000.00              |
| Coffee Breaks/Working Lunches/Banquet            |                        |                                 | <u>1,125.00</u>       |
|  |                        | Subtotal:                       | \$27,125.00           |
| e. Less Registration Fee.                        |                        |                                 |                       |
| 15 x \$75.00                                     |                        |                                 | <u>(1,125.00)</u>     |
|  |                        | Subtotal:                       | \$26,000.00           |
| f. ARO 10% Administrative Overhead               |                        |                                 | <u>2,600.00</u>       |
|  |                        | Total:                          | \$28,600.00           |
|  |                        |                                 | =====                 |

2. Funding. Direct cite funding document is provided by the attached MIPR, PRON CD-4-C97C3-1O-P3.

ATTACHMENT 2  
DETERMINATIONS AND SIGNATURES

1. Economy ACT Determination (Contract Off-Loading). In accordance with DoD Policy requirements of the FAR 17.5 entitled, "Interagency Acquisitions under the Economy ACT" and applicable local regulations, each statement of work from a DoD agency shall contain: (i) determination and findings in accordance with FAR 17.503 or (ii) statement as follows:

We agree that the established SSP brochure and its operating policies and procedures contained therein serves as a memorandum of understanding relative to contract off-loading between the ARO and the sponsor of this SSP effort. The SSP brochure satisfies the FAR 17.503 requirements. No other action is required on behalf of the sponsor.

NOTE: The ARO considers SSP effort to be contract off-loaded effort and that the SSP brochure guidelines constitutes a Memorandum of Understanding between the sponsor and the ARO as required by the FAR 17.5. We encourage the sponsor to accept this position.

2. Type of Services Required.

a. Nonpersonal Services. This request represents nonpersonal services and is not in violation of the personal services policy set forth in the Federal Acquisition Regulation (FAR) 37.104. The services being acquired are Federal Information Processing Resources and reported in budget Exhibit 43a, "Report Information Technology Systems" (DoD 7110.1-M) as set forth in DoDD 4205.2 Encl 3, paragraph H.

b. Contracted Advisory and Assistance Services (CAAS). (Select (1) or (2) below.)

(1) The services requested are not Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92.

(2) The services are Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92. A Management Decision Document (MDD) has been prepared and is appended to this statement of work request.

3. Conflicts of Interest.

There are no known existing or potential conflicts of interest associated with this task.

Signature: \_\_\_\_\_

Typed Name (COR): \_\_\_\_\_

Date: \_\_\_\_\_

4. Legal Review.

This request has been reviewed and is considered legally sufficient as written.

Signature: \_\_\_\_\_

Typed Attorney-Advisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

|  |
|--|
| APPENDIX I: ILLUSTRATED SSP REQUESTS FOR REFERENCE |
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Example 6: Cost Modification for Company

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SCIENTIFIC SERVICES PROGRAM  
MODIFICATION REQUEST  
TCN 97-053, DO NUMBER 1810

1. DESCRIPTION OF CHANGE. This modification request consists of the following changes in the original scope of work:

- a. Additional modifications to the existing Research, Development and Acquisition (RDA) Integration Support System are required to provide business sense filters which can be used to analyze the executability of Army RDA funding programs.
- b. Additional modifications to the existing RDA Integration Support System are required to allow the tracking of associations between related procurement items. This effort required the development of an additional database file as well as adjustments to the software code.
- c. Several changes have been made to the data structure and contents of the LRRDAP database. These changes have significant impacts on the existing software. Resolution of the conflicts must be made and any required changes to the code must be implemented to accommodate the next Army RDA budget review cycle which is currently underway.

2. REASON FOR CHANGE.

- a. Senior management, to include General Officers, require a substantial level of software support to properly evaluate potential RDA funding change/impacts and implications. As the focus of the RDA review process expands to include additional areas of examination, the existing software tools must be modified to accommodate the new analysis requirements. The additional analysis requirements stated in paragraphs 1a and 1b above will require significant modifications to the existing software system.
- b. Additionally, several changes in the structure and nature of the data being used in the RDA review process require immediate attention to ensure that the existing software system remains compatible with the changing data requirements.

3. EFFECT OF THE CHANGE ON SCOPE OF WORK.

- a. The scope of work as included in the original SOW is changed as follows:  
Para. 4: Add the following three tasks:

(1) The contractor will modify the existing Executive RDA Assistant software to provide business sense filters which can be used to analyze the executability of Army RDA funding programs.

(2) The contractor will design and implement a new auxiliary data file, compatible with the current system, to track associations between related procurement items. The data in this file will be used to filter LRRDAP data so that the analyst can view related procurement items within the Executive RDA Assistant.

(3) The contractor will perform maintenance of the existing software system to accommodate emerging issues arising from changes in the structure and nature of the LRRDAP data.

b. The performance period will not be extended by this modification and will remain from 1 Mar 96 to 28 Feb 97.

4. ESTIMATED ADDITIONAL REQUIRED HOURS OF WORK AND ADDITIONAL TRAVEL ARE:

| a. <u>Labor</u>  | <u>Hours</u> |
|------------------|--------------|
| Senior Scientist | 320          |
| Senior Scientist | 320          |
| Junior Scientist | 250          |
| Clerk-Typist     | 165          |

b. Local Travel

50 1-day trips to the COR site by two people

COR Signature: \_\_\_\_\_

COR Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 1  
INDEPENDENT GOVERNMENT COST ESTIMATE

1. Budget.

| <u>a. Labor</u>   | <u>Hours</u> | <u>Rate/Hour</u> | <u>Estimated Cost</u> |
|---|--------------|------------------|-----------------------|
| Senior Scientist  | 320          | \$64.19          | \$20,541              |
| Senior Scientist  | 320          | \$53.38          | 17,082                |
| Technical Analyst   | 250          | \$35.77          | 8,943                 |
| Support Staff   | 165          | \$23.65          | <u>3,902</u>          |
| Total Labor   |              |                  | \$ 50,468             |
| <br>b. <u>Overhead at 51.10%</u>  |              |                  | <u>25,789</u>         |
| Labor and Overhead  |              |                  | \$ 76,257             |
| <br>c. <u>G&amp;A at 18.70%</u>   |              |                  | <u>14,260</u>         |
| Total Labor, Overhead, and G&A Costs                                      |              |                  | \$ 90,517             |
| <br>d. <u>Travel</u>  |              |                  |                       |
| 50 round trips, 50 miles each,<br>at \$0.31/mile                          |              |                  | <u>775</u>            |
| Total Estimated Cost  |              |                  | \$ 91,292             |
| Estimated Fee at 6.50% of total labor<br>and overhead cost (excludes G&A) |              |                  | <u>4,957</u>          |
| Total Estimated Cost and Fee  |              |                  | \$ 96,249             |
| ARO10% Administrative Overhead  |              |                  | <u>9,625</u>          |
| TOTAL ESTIMATE  |              |                  | \$105,874<br>=====    |

2. Funding. Direct cite funding document is attached, MIPR No. 97-0567.

ATTACHMENT 2  
DETERMINATION AND SIGNATURES

1. Type of Services Required.

a. Nonpersonal Services. This request represents nonpersonal services and is not in violation of the personal services policy set forth in the Federal Acquisition Regulation (FAR) 37.104. The services being acquired are Federal Information Processing Resources and reported in budget Exhibit 43a, "Report Information Technology Systems" (DoD 7110.1-M) as set forth in DoDD 4205.2 Encl 3, paragraph H.

b. Contracted Advisory and Assistance Services (CAAS). (Select (1) or (2) below.)

(1) The services requested are not Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92.

(2) The services are Contracted Advisory and Assistance Services (CAAS) as defined in the DoD Directive 4205.2 dated 10 Feb 92. A Management Decision Document (MDD) has been prepared and is appended to this statement of work request.

2. Conflicts of Interest. There are no known existing or potential conflicts of interest associated with this task.

Signature: \_\_\_\_\_

Typed Name (COR): \_\_\_\_\_

Date: \_\_\_\_\_

|   |
|---|
| APPENDIX II: DAILY LABOR RATE INFORMATION |
|---|



|                           |
|---------------------------|
| APPENDIX III: REGULATIONS |
|---------------------------|

1. AR 5-14: Management of Contracted Advisory and Assistance Services, Army Regulation 5-14 dated 15 January 1993.
2. AR 70-6: Management of the Army Research, Development, Test and
3. DoDD 4205.2: Acquiring and Managing Contracted Advisory Services, Department of Defense Directive 4205.2 dated 10 February 1992.
4. FAR 17.5: Interagency Acquisitions under the Economy Act.
5. FAR 17.503: Determinations and Findings Requirement.
6. FAR 37.1: Service Contracting, Federal Acquisition Regulation 37.1 dated 1990.
7. JTR 7110.1M: Joint Travel Regulation 7110.1M dated March 1995.
8. NISPOM: National Industrial Security Program Operating Manual.

|                       |
|-----------------------|
| APPENDIX IV: GLOSSARY |
|-----------------------|

|        |  |
|--------|--|
| ARO    | Army Research Office                                 |
| CAAS   | Contracted Advisory and Assistance Services          |
| COR    | Contracting Officer's Representative                 |
| CWS    | Conferences, Workshops, and Symposia                 |
| D&F    | Determination and Findings                           |
| DoD    | Department of Defense                                |
| DSN    | Digital Switched Network                             |
| DTIC   | Defense Technical Information Center                 |
| ETS    | Engineering and Technical Services                   |
| FAR    | Federal Acquisition Regulation                       |
| G&A    | General and Administrative                           |
| HSSMFP | High School Science and Mathematics Faculty Program  |
| IGCE   | Independent Government Cost Estimate                 |
| ITO    | Invitational Travel Order                            |
| JTR    | Joint Travel Regulation                              |
| LRCP   | Laboratory Research Cooperative Program              |
| MDD    | Management Decision Document                         |
| MIPR   | Military Interdepartmental Purchase Request          |
| MOU    | Memorandum of Understanding                          |
| MSS    | Management Support Services                          |
| NAC    | National Agency Check                                |
| PLRCP  | Post Laboratory Research Cooperative Program         |
| POC    | Point of Contact                                     |
| PRON   | Procurement Request Order Number                     |
| PSFREP | Post Summer Faculty Research and Engineering Program |
| SAE    | Studies, Analyses, and Evaluations                   |
| SFREP  | Summer Faculty Research and Engineering Program      |
| STAS   | Scientific and Technical Analysis Service            |
| SSP    | Scientific Services Program                          |
| TCN    | Task Control Number                                  |
| WWW    | World Wide Web                                       |

END